

# PRACTICAL NURSING

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## MISSION

The mission of Fort Myers Technical College is to provide high-quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

The School Board of Lee County, Florida does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above. As required by Florida's Educational Equity Act, the Superintendent shall submit an annual equity report addressing the District's educational and employment practices. The School Board of Lee County, Florida, prohibits retaliation by any District personnel against a person for reporting, filing, or being a witness in a discrimination (including harassment) charge, complaint, investigation, or lawsuit associated or in connection with this policy. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity, Academic and Student Support Services, or the Equity Coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to: For Employees: Office of Civil Rights & Equity Compliance at (239) 337-8134 or at [CivilRightsEquity@leeschools.net](mailto:CivilRightsEquity@leeschools.net). For Students: Office of Positive Prevention at (239) 939- 6858.

Lack of English language skills will not be a barrier to admission and participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.



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# Practical Nursing

## INTRODUCTION

We want to extend to you a warm welcome to the Practical Nursing program. Our staff, faculty, and administration are dedicated to fulfilling our mission, which is to prepare students for employment. Learning takes place in a climate of excellence which fosters inquiry, responsibility, and accountability, on your way to becoming a Licensed Practical Nurse.

This master plan has been prepared to help you in your orientation to the school and the healthcare industry. Whether you are a young person continuing in your education or a mature adult coming back for a new career, you will find a team of professionals made up of certified instructors and experienced support staff ready to serve you in our fully accredited facility.

This master plan is closely aligned with healthcare facility regulations so that a student can become familiar with workplace expectations while you are a student. The policies and procedures of our program are all designed to assist you toward success and to ensure your employability in the healthcare field upon graduation and licensure.

The objective of the Practical Nursing master plan is to provide written policies concerning the admission of students, student health and welfare, attendance, and student progress. Each student must be aware of these policies and refer to this plan to clarify information. Faculty members are available for conferences and/or to answer questions.

We believe that faculty and students have reciprocal rights and duties toward each other in the educational process. We will strive to instruct, demonstrate, motivate, guide/coach, facilitate, and encourage learning. However, we believe students must possess the desire to seek knowledge, demonstrate professional behavior, demonstrate initiative by participating in their own learning and demonstrate understanding by providing a high level of quality care.

You are starting a program of study that will result in you being an important professional in the healthcare delivery field. The Practical Nursing instructors, the administrative team, and the school support staff are ready to help you meet your educational goals. You will be working with the latest equipment and learning the most up-to-date procedures as you work toward your Certificate in Practical Nursing, making you eligible to apply for licensure in the State of Florida and sit for the NCLEX-PN. Our hope is that you will find the work rewarding, pleasurable, and profitable amid your success.

## PROGRAM MISSION

The mission of the Practical Nursing program is to provide quality career education that will develop caring, compassionate, safe, skilled, and dynamic healthcare students prepared to meet the workforce demand. The faculty of the Practical Nursing program assesses each student's abilities and talents while guiding the student to reach their potential. Partnerships with members of the Southwest Florida healthcare community assure the success of the mission of the program. By establishing learning situations in which the student can experience success, students achieve marketable skills, personal satisfaction, and career enhancement in health care.

## PROGRAM PHILOSOPHY

Education is a continuous learning process dependent upon the motivation, ability, and commitment of the learner. Optimal learning occurs within an environment that places responsibilities of learning on the individual, provides freedom for inquiry, considers individual differences, and provides correlation between research, theory, and practice under the guidance and direction of the instructor.

The nursing faculty believes that learning is a continuous and lifelong process progressing from basic to complex. The instructor's role is to provide the necessary environment, objectives, guidance, and educational resources to facilitate learning for the individual who desires to become a Licensed Practical Nurse. The instructor sets the stage by planning a logical sequence of meaningful educational experiences centered on clearly defined objectives designed to develop the student's potential. Within this educational process, the student acquires knowledge, develops self-discipline, critical thinking skills, and the competencies necessary to practice nursing within a multidisciplinary healthcare environment. Learning results reflect a positive change in behavior in the learner. In an era of discovery and change, scientific principles

in the physical, biological, and social sciences are utilized as a basis for these learning experiences. The instructor serves as a facilitator, mentor, and role model to the student as the student actively participates in the learning process.

The provision of healthcare is an art based upon science, which involves the whole patient- mind, body, and spirit. Our graduates help to meet the health requirements of society by giving direct assistance to individuals according to their health needs. Care in this manner requires that the student offers an attitude of care, compassion, and helpfulness while exhibiting traits of honesty, dependability, and accuracy.

A planned guidance and counseling program is essential in assisting students in their personal, educational, and career development. Continuous evaluation is necessary to measure student progress and teacher effectiveness and is a tool for guiding students toward maximum self-growth.

Career/Technical education prepares an individual for employment in a specific occupation and provides a foundation for future education.

## PROGRAM CONTENT

The program is designed to prepare students to take the licensing examination and gain employment as licensed practical nurses. This program is approved by the Florida Board of Nursing. The program includes classroom, laboratory and clinical experience in local healthcare agencies. This program includes nursing fundamentals; body structure, and function; nutrition; pharmacology and administration of medication; bio-psycho-social nursing; medical-surgical nursing; maternity nursing; pediatric nursing; transitional nursing; clinical practice, and employability skills.

## ESSENTIAL TRAINING TASKS

- Administer prescribed medications.
- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medications or treatment, and taking any necessary action.
- Answer patients' calls and determine how to assist them.
- Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration.
- Provide nursing care and treatments.
- Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.
- Supervise nurses' aides or assistants.
- Evaluate nursing intervention outcomes, conferring with other healthcare team members as necessary.
- Assemble and use equipment, such as catheters, tracheotomy tubes, or oxygen suppliers.
- Monitor and record intake and output.

## Physical Requirements

- **Visual:** visual ability sufficient for observation and data collection necessary to provide safe client care such as: preparing and administering medications, reading fine print/writing, and the ability to distinguish colors.
- **Auditory:** ability sufficient to monitor and meet client needs such as: receiving verbal communication from patients and members of the healthcare team and collecting data through the use of monitoring devices such as a blood pressure monitor, stethoscope, IV infusion pumps, emergency alarms, and patient call lights.
- **Gross and fine motor coordination:** to practice safe and efficient patient care such as: responding promptly and implementing skills including the manipulation of patient's equipment, drawing up and giving injections to patients, performing CPR, measuring vital signs, collecting data such as peripheral pulses, patient skin differences, and palpation. Able to utilize computer technology.
- **Communication:** communication abilities sufficient for interaction with patients, family, and other healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds in a coherent and concise oral and written format. Must be able to follow spontaneous verbal and/or written instructions accurately.
- **Critical thinking:** plan and implement care in the decision-making process, and exhibit adequate emotional stability to react appropriately in an emergency and situations of high stress. Able to make decisions under pressure, have the ability to handle multiple priorities, be flexible, and interact with others in a professional

manner.

- **Mobility:** physical abilities to ambulate from room to room and department to department independently, maneuver in small spaces, navigate stairwells, re-position/lift patients in bed, and perform CPR. Reach above the head and push/pull/lift without restrictions, with the flexibility to squat and bend at the knees.

If any of these Essential Functions are impossible for the program applicant to perform, it will be necessary to consider enrolling in another program. In the event that the use of special equipment compensates for non-compliance with the Essential Functions, it is the responsibility of the program applicant to purchase this equipment (e.g. electronically enhanced stethoscopes, hearing aids, or other adaptive devices) in order to meet the Essential Functions criteria.

### Cognitive Requirements

- **Assisting and Caring for Others:** Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Documenting/Recording Information:** Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Communicating with Supervisors, Peers, or Subordinates:** Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Establishing and Maintaining Interpersonal Relationships:** Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Getting Information:** Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Making Decisions and Solving Problems:** Analyzing information and evaluating results to choose the best solution and solve problems.
- **Organizing, Planning, and Prioritizing Work:** Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Evaluating Information to Determine Compliance with Standards:** Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Updating and Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to your job.
- **Monitor Processes, Materials, or Surroundings:** Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

### ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, request required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

### TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due at the appointed time. Current fee information is available from Student Services. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

### CLASS SCHEDULE

Full-time classes meet Monday through Friday from 8:00 A.M. until 2:30 P.M. This amounts to 30 hours of classroom instruction per week. Lunch breaks are 30 minutes in length. Part-time classes meet Tuesday and Thursday from 7:30 a.m. until 4:00 p.m. Clinical times vary. Clinicals are typically 8-12 hours and usually begin at 6:30 a.m.

## ATTENDANCE POLICY AND PROCEDURES

### Purpose

Healthcare workers must be reliable and dependable employees. Reporting to work as scheduled and arriving on time are critically important employability characteristics to maintain. The administration, faculty, and staff at FMTC believe that it is essential within the practical nursing curriculum to teach employability skills as an integral part of the educational program and to practice these skills throughout the program. The client's welfare is dependent on the worker being in the right place at the right time. Additionally, regular attendance is necessary for the student to take full advantage of the available educational opportunities.

### Student Attendance Responsibility

- All students shall be in attendance every day and on time for every class.
- Any student who will be late or absent from the clinical/class assignment must notify the instructor at least 30-minutes prior to the scheduled start time for each day. Failure to notify the instructor will be reflected in the student evaluation, and employability points will be deducted.
- All students shall be responsible for obtaining and completing all assignments missed during an absence.
- All students must bring appropriate materials to all classes and clinical experiences and be prepared to work. Failure to do so may result in the student being asked to leave the clinical area.
- All students are responsible to log in and log out of the assigned attendance computer in order to receive credit for class time.
- Student appointments must be made prior to or after class or clinical so that attendance time will not be lost.
- Students are responsible for keeping up to date with their attendance via Focus regarding tardies, absences, and employability points deducted. Any discrepancies or concerns should be brought to the attention of the instructor ASAP and prior to the end of each course. Changes must be made before advancement to the next course if an error has occurred. Once the student has advanced, past hours will not be changed or re-evaluated. If a student has questions regarding attendance, this must be discussed with the current semester instructor and by appointment only.

For purposes of this program, the following definitions are used:

1. **Tardy** – Any time missed from class or clinical during the required time of attendance, such as arriving late or leaving early. Excessive tardiness is defined as four or more.
2. **Absence** – Absence is limited **to 2.5 % per semester or 5 % total per program, divided equally between semesters.** At greater than **33.75 hours per semester or 67.5 hours per program,** the student may be withdrawn. Consecutive absence of 4 days without notification will result in immediate withdrawal without notification.
3. **Attendance Deficiency Process**
  - Program Manager will pull attendance at the 50% threshold of scheduled hours per payment period.
  - If a student is in jeopardy of missing more than the 5% of scheduled hours in that payment period, then the student will receive written notification that they are in jeopardy of being withdrawn due to attendance. If necessary, the student will meet with the Program Manager to discuss written notification.
  - Instructors will inform Program Manager if there are attendance issues that arise prior to the 50 % threshold.
  - Students who miss more than the 5% per payment period may be withdrawn.

### Class/Clinical Hours

Classroom hours are routinely scheduled between 8:00 a.m. and 2:30 p.m. for the full-time program. Clinical hours will vary with the facility and the assignment. Each instructor will provide a monthly clinical rotation schedule of assigned location and expected hours of attendance. Clinical hours may include evenings, nights and weekends and may begin as early as 6:30 a.m. The length of a clinical day may be 8-12 hours.

## CLINICAL ATTENDANCE POLICY

- If a student will be late or absent from a clinical assignment, the instructor must be notified at least 30 minutes prior to the scheduled time of arrival.
- Students must meet with the instructor at a previously assigned location prior to going to the assigned patient unit.
- If a student arrives late to the clinical site, contact must be made with the instructor prior to participating in any



clinical activities or observations.

- Being respectful to our clinical affiliates and the mentoring staff, if a student arrives at a clinical site  $\geq 30$  minutes late, the student will be sent home and accrue a full day's absence.
- Students must not leave the clinical site for any reason without the instructor's permission to do so.
- Students must not leave a clinical site until dismissed by the instructor.
- Students must not return to the clinical site or assigned unit after being excused by the instructor unless instructor approval is given in advance.

**Make-up work:** It is the responsibility of the student to make up the classroom work that was missed. Upon returning to class following an absence, the student must make an appointment with the instructor regarding any/all work that was missed. Make-up work is at the discretion of the individual instructor. All make-up work is required to be completed within one week of return to school. Failure to complete make-up work within one week will result in receiving a zero for the assignment.

## **HOLIDAYS, TEACHER DUTY DAYS AND HURRICANE DAYS**

The Practical Nursing Program is on a 12-month calendar; therefore, the PN student may be in class/clinical when the K-12 students in the Lee County School District are not in attendance. Students will be provided with a calendar at the beginning of each semester in order to make necessary arrangements.

**Holidays:** A tentative schedule will be announced at the beginning of each semester.

**Teacher Duty Days:** Students will not attend class on planning or in-service days. These may differ from the School District of Lee County's K-12 Instructional Calendar. A schedule of these days will be announced as it is available.

**Hurricane Day(s):** In the event of school closing(s) due to a hurricane, the day(s) will be made up during the semester. If the Lee County School Board announces SCHOOLS AND ALL SCHOOL OFFICES ARE CLOSED, the student should NOT report to the school or the clinical agency.

## **PLAN OF INSTRUCTIONAL PRACTICES**

### **Teaching Methods**

Pre- and post-testing, lecture, demonstration and return, discussion, group interaction, audio-visual materials, required reading, and written assignments, oral reports, role-playing, question and answer, unit examinations, skill practice, anatomical models and charts, individualized instruction, teacher-direct educational games, self-directed learning activity packages, clinical experience, and field trips are among the teaching methods utilized.

Teaching and instructional aids include textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, video instruction, films, discussion board, guest speakers, board examples, program job shadowing, cooperative on-the-job training, and other methods as appropriate.

### **Safety**

Basic safety standards will be introduced during the program orientation and will include the following: fire drills; active shooter drills; weather drills; bomb threats; proper use of equipment; and traffic and parking regulations. These standards will be reinforced throughout the program.

### **Evaluation**

Students must comply with all school regulations to be allowed the privilege of attending the Practical Nursing program. A student may be dismissed for unsatisfactory conduct, excessive absences, violation of safety regulations, and unsatisfactory progress. The Practical Nursing faculty and administration use a systematic process to review student progress and to make recommendations for continuation in the program. In that review, factual information from academic, clinical, and employability evaluations are considered. If the faculty determines that the student has deficiencies that limit the possibility of success in the program, the instructor will notify the student of the deficiencies and the expectations for remediation. This notification may take the form of a Learning Contract and include Probationary Status. Probation related to unsafe clinical performance, unsatisfactory academic progress, or employability skills may be imposed singularly or in combination. **Continuation in the program is dependent upon satisfactory resolution of deficiencies within a**

**specified period of time.** Failure to do so will result in the withdrawal of the student from the program or a recommendation to another program.

## GRADING PROCEDURE

Each student is responsible for being aware of his/her academic status for classroom theory courses and for clinical practicum. A student seeking guidance must contact the instructor to schedule a meeting during the instructor's office hours.

The grading system is as follows:

A = 100% - 90%

B = 89% - 80%

Below 80% average = Course failure

All courses, both theory and clinical practicum, must be passed at 80% average before the student can progress. All grades and attendance hours are final as of the completion of a course.

Fort Myers Technical College is a post-secondary institute designed to provide trained individuals to industry. The approved post-secondary program grading requirements must be met if the student is to receive a certificate.

## PROGRAM PROGRESS

Exams will constitute the major portion of the theory grade. Exams may be objective (multiple choice), alternate test format, select all that apply, or essay. The course syllabus provides information regarding exam grade weights that will calculate toward the course's final grade. The types of exams administered include unit tests, final exams, content quizzes, and ATI (Assessment Technologies, Inc.). A late exam may be given only with permission of the instructor with consideration on an individual basis and as needed. There are NO scheduled make-up exams for failing grades.

Each course grade must average a minimum of 80%. All laboratory practice must be satisfactory.

**Work Habits:** Effective work habits are the cornerstone of successful employment. Students are expected to demonstrate productive work habits during all phases of enrollment. Instructors will work with students who need assistance in this area to improve all overall possibilities for successful employment.

**Attendance:** Attends class, arrives/leaves on time; begins and ends work as expected.

**Character:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility; displays a high level of effort and commitment to performing and completing work.

**Teamwork:** Respects the right of others; respects confidentiality; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit.

**Appearance:** Displays appropriate dress, grooming, hygiene, and etiquette; wears the full regulation uniform.

**Attitude:** Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest.

**Productivity:** Is prepared for class by reading assignments and completing homework; contributes to class discussions; and is engaged in lab activities (in other words, no sleeping or daydreaming). Follows safety practices; conserves and maintains equipment and supplies; keeps work area neat and clean; follows directions and procedures; makes up assignments and tests punctually; notifies proper authorities of situations presenting potential safety hazards; does not use or knowingly permit others to use tools and equipment improperly; stays on task and utilizes time constructively.

**Organization:** Manifests skill in prioritizing and managing time and stress; demonstrates flexibility in adapting to changes.

**Communication:** Communicates accurate information to others in a professional and courteous manner; displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills; asks pertinent questions; listens attentively to others, notifies instructor in advance of absences or tardies.

## SATISFACTORY ACADEMIC PROGRESS

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid Advisor will require a progress report to be completed by the student's instructor and

submitted to the Financial Aid Office prior to each disbursement.

Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade evaluation or grade point average (GPA), and do not exceed the maximum time limits to complete their course of study. Each SAP will be checked at 450 clock hours and prior to subsequent disbursements for students enrolled in programs one academic year or greater. Progress will be checked at the halfway point for programs that are less than one academic year. No SAP is required prior to the first disbursement.

### **Academic Deficiency Process**

- Two weeks prior to course progression, instructors will generate an academic deficiency report for any student who is in jeopardy of not meeting the minimum average of 80% for that course.
- Instructors will meet with their students and have the student sign the deficiency form.
- A copy of the signed deficiency form will be given to the Program Manager.
- The Program Manager will meet with students who are in jeopardy of being withdrawn due to the failing grade.
- Students with a failing grade will be withdrawn and will not be course progressed.

### **REQUIREMENTS FOR CERTIFICATE**

All competencies specified in the Florida Department of Education Curriculum Frameworks for the program must be successfully completed. Successful completion is at least an 80% average in the areas of skills, knowledge, and work habits.

Proficiency in the competency standards listed in the Master Plan of Instruction must be demonstrated. (*See Florida Department of Education Curriculum Framework Standards, pages 12-13.*)

Students must meet minimum Basic Skills Assessment requirements (or qualify for an exemption) prior to graduation.

In addition to the requirements above, the recommendation of the instructor for certification includes consideration of employability skills, personal appearance, a willingness to learn and to work, punctuality, cooperative attitude, and appropriate work habits.

Students who exit the program early and have successfully completed each course or the competencies of an Occupational Completion Point (OCP), will be issued a partial certificate. This certificate does not require a student to master the state-mandated basic skills level.

### **STUDENT DRESS CODE**

Students who attend FMTC shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing must be neither distracting nor offensive and be clean, neat, modest, in good repair, and appropriately sized.

The administration has the final authority for determining whether or not a student's apparel conforms to the dress code. When it is determined that it does not, students will be required to change into clothing that will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Nursing is a highly regarded profession. As such, patients look to nurses as role models of health. The faculty takes great pride in the profession and will make every effort to instill this pride in the students as they prepare for a healthcare career. By maintaining the following standards, the student will continue to make their first impression to the community a positive and lasting one. **Any deviation from this standard will result in loss of employability points and the student will be sent home.**

Students enrolled in practical nursing must be appropriately dressed **when on campus and when at a clinical assignment.** The instructor will require that the student correct inappropriate uniform/appearance prior to allowing entry into class or clinical. **If a student is in doubt as to whether a clothing item is permissible, ask the instructor before buying or wearing the item of clothing.**



## **Clothing**

Student uniforms have been specifically chosen to identify the student as a practical nursing student from Fort Myers Technical College.

- It is always required attire when at a clinical assignment and when on campus as assigned by the instructor.
- The uniform must fit properly to allow for freedom of movement without skin exposure.
- Uniforms should be in good condition and not show signs of wear.
- They must be freshly laundered and pressed.
- Pant length should not be a length in which the pant legs drag on the floor. Dragging pant legs are considered a health and safety issue.
- Shoes must be all black leather with closed toes and heels, clean and polished. Shoe soles must be skid resistant.
- Lab Jacket - A lab jacket may be purchased for wearing over the official student uniform if additional coverage is needed. During cooler weather, a teal or black T-shirt or turtle neck may be worn under the uniform. Sweaters and other forms of cover-ups are not allowed in the clinical sites.
- Black Socks - When in uniform, black socks should be long enough to cover the legs completely when sitting.

## **Identification**

School-issued identification badges must be visible on the upper part of the chest for easy viewing and must be worn at all times while on campus or at a clinical site. If a student comes to class without the proper identification, a temporary ID must be obtained and worn. A student may be denied admission to the clinical site without the appropriate ID.

## **Hair**

- Must be contained off the face, in either a bun or braid or if of a short length, secured so that it does not fall forward and is kept out of the eyes at all times.
- Hairstyles and color should not detract from patient care.
- Hair apparel should be plain, without embellishments of any kind, and be of uniform color.
- Facial hair (beards/mustaches) may be worn if kept neatly trimmed. Facial hair is not allowed if it interferes with masks not fitting properly. Safety and infection control standards may apply to hair, including facial hair.

## **Nails**

Nails must be clean, short, and not extend beyond the fingertips. Clear-colored polish is allowed. Artificial nails, acrylic nails, gels, or nail enhancements of any kind are not allowed.

## **Tattoos**

Tattoos that are suggestive, biased, sexually related, or that may be considered offensive must be covered.

## **Jewelry**

Jewelry must not interfere with the student's ability to safely perform nursing functions. The instructor may request that ear and facial piercings that detract from acceptable care standards be removed.

- No visible chains or necklaces.
- No bracelets.
- One small post earring in each ear is allowed. Large and/or dangling earrings are unsafe and therefore not allowed.
- One small nasal post is allowed.
- Medic alert bracelets, wedding, or engagement rings are allowed, but should not endanger any client.

## **Perfume**

Perfume, cologne, or fragrant lotions must not be worn in the classroom or clinical areas.

## **Gum**

Gum is not permitted in the clinical areas or in the classroom.

## REQUIRED MATERIALS

**Tools:** Stethoscope, penlight, watch with a second hand, bandage scissors, safety glasses, and wired earphones or earbuds (Wireless earbuds are not compatible due to Wi-Fi restrictions).

### Employability / Professionalism:

Employability skills are essential in obtaining and maintaining a successful healthcare career. Employability comprises a significant percentage of a student's academic grade and the majority of the clinical practicum grade. Students begin each course with an Employability grade of 100%. Employability for Practical Nursing is evaluated on Professional Appearance, Attendance, and Professional Behavior across the classroom, skills lab, simulation lab, and clinical settings. Employability points are deducted for infractions including, **but not limited to**, the following:

	<b>Professional Appearance: (-1 for each violation) (<u>Refer to the section on Student Dress Code in PN MPI for a detailed description</u>)</b>
-1	ID badge not present or in a location where it cannot easily be seen
-1	Prohibited jewelry
-1	Inappropriate fingernail length, cleanliness, or adornments
-1	Ill-fitting, unclean, or wrinkled uniform and/or shoes
-1	Unauthorized attire
-1	Perfume, cologne, fragrant lotion, or body odor
-1	Hair that is unclean, not contained, or detracts from patient care
-1	Chewing gum
-1	Lack of necessary equipment
-1	OTHER:
	<b><u>Attendance (Refer to Attendance Policy and Clinical Attendance Policy in PN MPI for details)</u></b>
-10	No call, no show
-10	Tardy ≥ 5 (Arriving LATE or Leaving EARLY)
-5	Tardy 1-4
-5	Failure to notify the Instructor 30 minutes before the scheduled time (TARDY)
	<b><u>Professional Behavior (Refer to the section on "Student Conduct &amp; Professionalism" and "Professionalism Core Values" in PN Handbook for detailed description)</u></b>
-2	Displays a lack of initiative in acquiring new knowledge
-2	Ineffective or Lack of Communication with Faculty or Staff
-5	Breach of Confidentiality
-5	Cell phone in view and/or in use during clinical rotation
-5	Complains in the clinical setting, expressing discontent to inappropriate parties.
-5	Exhibits behaviors indicative of lack of Integrity
-5	Failure to hold self accountable for one's actions
-5	Failure to stay engaged in the learning process (e.g., non-class related web browsing; cell phone use; sleeping in class; head on the desk, etc.)
-5	Provides or reports untrue or inaccurate information
-10	Demonstrates behavior that threatens the relationship between the school and the healthcare facility.
-10	Deviation from safe practice
-10	Inability to treat others in a respectful, sensitive, and non-judgmental manner
	OTHER:
<b>A PATTERN OF REPETITION, "FAILURE TO GROW IN A PROFESSIONAL NURSING ROLE", WILL RESULT IN</b>	

**JOB DESCRIPTIONS****OCP A - Practical Nursing Foundations 1 (300 hours)**

Students completing OCP A will be able to obtain advanced standing in Practical Nursing.

**OCP B - Practical Nursing Foundations 2 (300 hours)**

- **Medical Surgical Nursing 1 (300 hours)**
- **Medical Surgical Nursing 2 (300 hours)**
- **Comprehensive Nursing and Transitional Skills (150 hours)**

The Licensed Practical Nurse (LPN) is a person with sufficient educational background who, under the supervision of a professional nurse or physician, administers routine services in caring for selected subacute, convalescent, and chronic patients and assists in the care of the acutely ill.

**2023 - 2024**
**Florida Department of Education  
Curriculum Framework**
**Program Title: Practical Nursing****Program Type: Career Preparatory****Career Cluster: Health Science**

Program Number	H170607
CIP Number	0351390101
Grade Level	30, 31
Standard Length	1350 hours
Teacher Certification	Refer to the <b><u>Program Structure</u></b> section.
CTSO	HOSA: Future Health Professionals
SOC Codes	Assignment pending.
CTE Program Resources	<a href="http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml">http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml</a>
Basic Skills Level	Computation (Mathematics): 11 Communications (Reading Language Arts): 11

**Purpose**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as Licensed Practical Nurses. The program must be approved by the Florida Board of Nursing in order for graduates to apply to take the examination to practice as a Licensed Practical Nurse.

The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric,

pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long-term care, and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

**Additional Information** relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

### **Program Structure**

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses that have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OC P	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	PRN0098	Practical Nursing Foundations 1	REG NURSE 7 G LPN 7 G * PRAC NURSE @7 (Must be a Registered Nurse)	300 hours	31-1014
B	PRN0099	Practical Nursing Foundation 2	REG NURSE 7 G PRAC NURSE @7 (Must be a Registered Nurse)	300 hours	29-2061
	PRN0290	Medical Surgical Nursing 1		300 hours	29-2061
	PRN0291	Medical Surgical Nursing 2		300 hours	29-2061
	PRN0690	Comprehensive Nursing and Transitional Skills		150 hours	29-2061

*\* The LPN 7 G district-issued certification is a practical nurse. This certification can only be utilized in the PRN0098 course when the program is an approved nursing assistant program with the Florida Board of Nursing to teach concepts, skills, and experiences solely at the Certified Nursing Assistant level and scope. A practical nurse can only be utilized as an instructor of the CNA training program when they are supervised by the program coordinator who must be a registered nurse. Please refer to F.A.C. 64B9-15.005 for requirements.*

### **Regulated Programs**

Please refer to Florida Statute 464.019 (1) (b) for faculty credential requirements to teach this program.

Students are eligible to apply to take the national licensing examination after satisfactory completion of an approved program. Licensure Examination for Practical Nurses, CAT NCLEX-PN is a computer-administered examination that the nursing graduate must take and pass in order to practice as a Licensed Practical Nurse.

Program must comply with the Florida Board of Nursing rules, including faculty qualifications. For questions regarding this process, please contact: Board of Nursing, 4052 Bald Cypress Way, Tallahassee, FL 32399-3752.

An approved licensed practical nurse supervisory education course can only be taken following completion of this program, and after licensure. The Graduate must have 6 months clinical experience before supervising as well as meeting all other criteria listed in 64B9-16.002, F.S.

A Licensed Practical Nurse working in a nursing home shall qualify to supervise by meeting all of the requirements in 64B9-16.002, F.S. The Supervisory course applicant must have no less than six months clinical nursing experience as an LPN. The supervisory course must be approved by the Board of Nursing, and must be a minimum of 30 hours in length.

Clinical instruction of nursing students will meet the requirements of 464.019, F.S. Clinical experience must make up at least 50% of the total program. Simulated practice and clinical experiences are included as an integral part of this program. Clinical Simulation may be used for no more than 50% of the total clinical experience.

### **Common Career Technical Core – Career Ready Practices**

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline, or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively, and with reason.
5. Consider the environmental, social, and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership, and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

### **Standards**

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Recognize and practice safety, security, and emergency procedures.
- 03.0 Demonstrate knowledge of blood-borne diseases, including HIV/AIDS.
- 04.0 Perform patient and personal care as it pertains to the practical nurse.
- 05.0 Provide patient-centered care for the geriatric population.
- 06.0 Assist with restorative (rehabilitative) activities.
- 07.0 Demonstrate organizational functions, following the patient plan of care.
- 08.0 Demonstrate computer literacy as related to nursing functions.
- 09.0 Use appropriate verbal and written communication in the performance of nursing functions.
  - 10.0 Demonstrate legal and ethical responsibilities specific to the nursing profession.
- 11.0 Apply the principles of infection control, utilizing nursing principles.
- 12.0 Perform aseptic and sterile techniques.
- 13.0 Describe the structure and function of the human body in relation to health and disease.
  - 14.0 Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
- 15.0 Describe human growth and development across the lifespan.
- 16.0 Demonstrate the performance of nursing procedures.



- 17.0 Demonstrate how to administer medication.
- 18.0 Demonstrate how to provide bio-psycho-social support.
- 19.0 Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- 20.0 Implement education and resources for family wellness.
- 21.0 Participate in Community Health Awareness Forums.
- 22.0 Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine, or Integumentary disease/disorder.
- 23.0 Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- 24.0 Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive, or Oncologic disease/disorder.
- 25.0 Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- 26.0 Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- 27.0 Demonstrate how to care for pediatric patients, utilizing nursing principles.
- 28.0 Develop transitional skills.
- 29.0 Demonstrate employability skills specific to practical nursing.

**Please Note:** The following outcomes can only be taken by practical nurses who have graduated from their practical nursing program. The LPN/IV education must be sponsored by a provider of continuing education courses approved by the Board of Nursing pursuant to Rule 64B9. To be qualified to teach this module, the instructor must be a currently Florida licensed Registered Nurse with teaching experience and nursing experience which includes IV therapy. The provider will be responsible for issuing a certificate verifying the requisite number of hours and course content.

In accordance with Rule 64B9 12.005, the module cannot be less than 30 hours post-graduate level. These outcomes must be followed by supervised clinical practice as needed to demonstrate clinical competence. Verification of competence shall be the responsibility of each employing institution. Such verification shall be given through a signed statement of a Florida licensed registered nurse.

### **LPN/IV**

- 01.0 Explain the legal aspects of IV administration by practical nurses to include the policies and procedures of the institution and appropriate documentation.
- 02.0 Demonstrate knowledge of the peripheral veins used for venipuncture.
- 03.0 Perform a venipuncture.
- 04.0 Discuss the effect of IV therapy on the body.
- 05.0 Recognize and respond to adverse reactions to IV therapy.
- 06.0 Recognize and use various types of IV equipment.
- 07.0 Administer drugs intravenously.
- 08.0 Care for patients receiving IV drug therapy, blood and blood components, and/or parenteral nutrition.
- 09.0 Describe and utilize the principles of infection control in IV therapy.
- 10.0 Manage special IV therapy procedures.
- 11.0 Recognize terminology pertinent to IV therapy.
- 12.0 Care for the patient receiving IV therapy via central lines.